DATE: August 30, 2007
TO: County Clerks
FROM: Michigan Department of State, Bureau of Elections
SUBJECT: AutoMARK Programming for November Election

The Michigan Department of State's Bureau of Elections will provide AutoMARK programming for November 6, 2007 elections to all counties (regardless of optical scan vendor) that request it at no cost. If AutoMARK programming assistance is requested, your assistance with the collection and distribution of all AutoMARK related programming information for the jurisdictions conducting an election on November 6, 2007 would be greatly appreciated. Please contact the Bureau of Elections if you prefer alternative coordination efforts. Tight time lines make it important to read and follow these instructions carefully:

County clerks requiring the Bureau of Elections to perform the programming are required to provide the following:

- Complete the attached short survey and email it to **electionspdd@michigan.gov** *by September 10, 2007.*

- Complete the attached Pronunciation Guide for any candidate name(s) or word (s) on the ballot that are difficult to pronounce. Please complete this guide and email to **electionspdd@michigan.gov** *by September 10, 2007*.

- Provide a PDF file(s) of *each ballot style* within the county for proofing. The final draft will be used for programming the AutoMARK and must, therefore, exactly match the ballot. Please send this file(s) to **electionspdd@michigan.gov** and put the words "BALLOT PROOFS – "COUNTY NAME" in the subject line. PDF files should be sent as soon as they are completed, but *no later than September 10, 2007*.

- Submit flashcards for all AutoMARK units in the county that are being used in the November 6, 2007 election to the State *no later than September 10, 2007* (if you choose not to burn your own flashcards).

  - *Please note:* To facilitate the flashcard burning process, we recommend that county clerks purchase their own flashcard reader/burner to burn the AutoMARK program. The readers are beneficial because they allow counties to independently burn flashcards on site via an electronic transfer of the AutoMARK program, eliminating the need to send flashcards to the State for burning. Clerks who have used the readers in most recent elections have been able to successfully burn the data file on the flashcard. Our office has purchased and tested the SanDisk Image Mate CF Reader, Model #SDDR-92. This model can be purchased online and at most office supply stores for approximately $20.00.

County clerks who utilize *Fidlar Election Co*. to handle their optical scan programming should read the following and take the appropriate steps:

- Request that Fidlar post your .mdb and .pdf files to a secure website for the Bureau of Election's direct access. This will eliminate the need for us to receive access codes from you directly.

- Request that Fidlar mail five ballots for each unique ballot style which will be used for the November election directly to our office so that we may thoroughly test the AutoMARK programs. Please add this amount to your order when arranging for the printing of your ballots. For those counties that use a printer other than Fidlar, please provide or ask your printer to provide five ballots for each unique ballot style which will be used for the November election. Ballots are used to test the programs. **These ballots must be the final approved ballots for the election!**

  Please send ballots, preferably by overnight mail or courier, to:

  Michigan Department of State, Bureau of Elections
  Attn: Terri Williams
  430 W. Allegan St. 1st Floor
  Lansing, MI 48933

County clerks who do their own optical scan programming or contract with a vendor other than Fidlar should read the following and take the appropriate steps:

- Email (or ask your optical scan programming vendor to email) your data file that is produced by the optical scan programming software and extracted from Unity (entire folder from Unity Directory containing the .edm file) or EMS (.mdb) and your final .pdf for each ballot style to **electionspdd@michigan.gov** *by September 10, 2007.* Counties using Sequoia as their vendor are required to send only their pdf file for each ballot style. (See directions to all county clerks above.)

- Make arrangements with your printer to mail five ballots for each unique ballot style which will be used for the November election directly to our office so that we may test the programs. Please add this amount to your order when arranging for the printing of your ballots. Ballots are used to test the programs. **These ballots must be the final approved ballots for the election!**

  Please send this information, preferably by overnight mail or courier, to:

  Michigan Department of State, Bureau of Elections
  Attn: Terri Williams

430 W. Allegan St. 1st Floor
Lansing, MI 48933

Upon completion of the programming process, we will either electronically send the data file to you or return the programmed flashcards. We anticipate completion of the programming at least ten days before the November election. Your immediate assistance in providing us with the above information will greatly assist us in the timely completion of the programming task. We will begin AutoMARK programming for each county as soon as we have all the information we need.

If you have any questions regarding AutoMARK programming, please contact Dave Tarrant by phone at 517-373-2543.